

**TRANSPORTATION PLANNING AND SERVICES DIRECTOR**

**DISTINGUISHING FEATURES**

The fundamental reason the Transportation Planning Director position exists is to provide overall direction and management for multi-modal transportation and capital improvements planning and transit operations and to directly manage high-visibility projects or programs. This classification manages a division of professional staff. Work is performed with considerable independence and reports directly to the Transportation General Manager.

**ESSENTIAL FUNCTIONS**

Plans, organizes and directs the work of professional staff responsible for the planning and development of roadway, transit, bicycle and pedestrian transportation networks within the City. Selects, trains and supervises staff and demonstrates mutual support for people at all levels. Reviews and manages work of staff to ensure conformance with established procedures and standards.

Prepares, justifies and implements the division's budget and financial work plan. Monitors division objectives and prepares evaluation reports. Develops funding recommendations, administers and implements the Transportation Capital Improvement Program. Monitors and oversee transit operations.

Develops regional, citywide and area-specific policy recommendations for management and City Council consideration, such as the Transportation Master Plan, Transit Plan, Streets Plan, Bicycle/Pedestrian Plan, Regional Transportation Plan and Transportation Capital Improvement Plan.

Acts in a lead role on transportation projects or programs that have been identified as highly sensitive by elected officials or City management.

Listens, communicates and interacts with citizens, local governments, agencies and regional bodies to provide a coordinated and efficient transportation system. Prepares various oral and written reports and special studies for staff, elected officials, grant or regulatory agencies. Comprehends and make inferences from written material. Advises and make presentations to city councils, other elected officials, regional bodies, boards and commissions, public groups and residents.

Monitors, reviews, recommend and implements changes to the transit system. Oversees or coordinates transit related activities such as Cab Connection, Trip Reduction, Clean Air, Alternate Work Schedules and Dial a Ride, Bicycle Programs.

Oversees preparation of, and makes final recommendations on, the transportation component of Local Area Master Plans.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:

Transit, transportation and land use planning.

Transit operations.

Capital project planning and design.

Management principles and practices.

Budget preparation and management.

Federal and state funding processes, and the ability to understand FTA requirements and procedures.

### **Ability to:**

Work in a regional context with officials of neighboring cities and region-wide groups.

Plan, organize, budget and coordinate effectively.

Analyze problems and issues and develop innovative solutions.

Listen and effectively communicate ideas, technical advice, and recommendations in one-on-one, small group and large group settings through oral, visual and written communication. Work cooperatively with other City employees and the general public.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Make oral and written presentations to other City Departments, the Transportation Commission, other City Boards and Commissions, the City Council, and Regional bodies. Serve as a primary point of contact for media inquiries.

Observe and manage staff's work against established standards and goals and be responsible for the division's budget.

Operate a variety of standard office equipment including a computer requiring visual and muscular dexterity. Perform the majority of daily work while sitting for extended periods of time.

Operate a motor vehicle requiring a standard Arizona driver's license with no major driving citations in the past 39 months.

### **Education & Experience**

Any combination of education and experience equivalent to a bachelor degree in Planning, Geography, Public Administration, Business Administration, Civil Engineering or a related field and six years experience in transportation planning, management or operations, including supervisory experience. A Master's Degree, membership in the American Institute of Certified Planners or registration as a Professional Engineer is also highly desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified